

Required TPPI Work Plan and Timeline Format

<p>Program Goal: <i>Specify Goal</i></p> <p>Goals are general statements regarding planned outcome. Goals are global and general in nature. They are usually <u>not</u> measurable.</p>		
<p>Outcome Objective: <i>Specify Outcome Objective</i></p> <p>Outcome objectives are specific statements describing the intended effects of the intervention and are generally stated in terms of changes in knowledge, attitude, skills, behavioral intent or behaviors. <i>(Note: Programs may have more than one process objective which leads to a single outcome objective.)</i></p> <p>Outcome Evaluation: <i>How will achievement of this outcome be measured</i> (e.g., pre/post test, chart reviews, etc.)?</p>		
<p>Process Objective: State Process Objective</p> <p>These are a specific statement of the service that will be delivered and focus on the amount, frequency and duration of the intervention. May be thought of as the “deliverables”. There may be one or more process objectives associated with each outcome objective.</p> <p>Process Evaluation: <i>How will achievement of this objective be measured</i> (e.g., sign-in sheets, event flyers, evaluations, meeting minutes)?</p>		
<p>Activities</p>	<p>Person Responsible</p>	<p>Timeframe</p>
<p>List each activity which must be accomplished to achieve the process objective. May include such steps as staff recruitment, securing materials or materials development, staff training, approval of curriculum, scheduling sessions, evaluation et cetera.</p>	<p>Clearly identify the position(s) responsible for carrying out each activity described.</p> <p>Please provide <i>titles/positions</i> and <i>not names</i> of individuals.</p>	<p>Provide a time frame for achieving each activity described.</p> <p><i>Should reflect realistic dates, not all listed as end of contract period.</i></p>